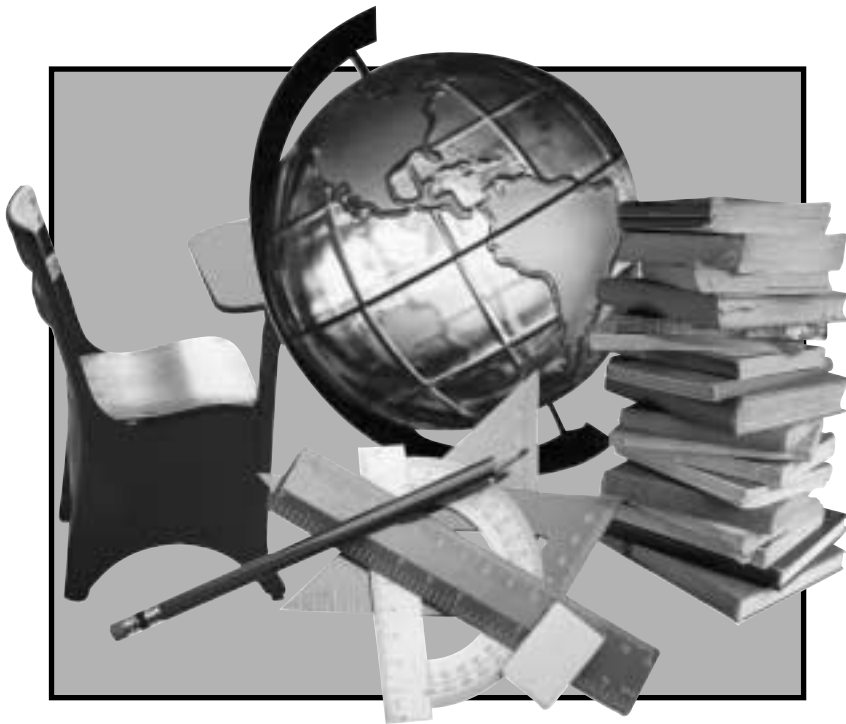


Nevada



Supplement to the Guidelines for the Nevada Proficiency Examination Program

For use with reference ONLY to the
Nevada High School Proficiency Examination (HSPE)
and the Criterion Referenced Test (CRT).

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GENERAL INFORMATION

General Information

The instructions contained in this *District Test Director's (DTD) Manual* are a supplement to the *Guidelines for the Nevada Proficiency Examination Program, 2002-2003*. This *DTD Manual* details the responsibilities of the DTD for receiving and distributing test materials, monitoring the administration of the tests, and collecting and returning answer documents and secure materials to the Harcourt Scoring Center in San Antonio, Texas. Careful attention to this manual will assure prompt processing and return of district, school, and student level reports from the Harcourt Scoring Center. Checklists are provided on page 4 to assist DTDs in completing the required procedures.

Questions regarding test materials, processing, scoring, or reporting for the HSPE or the CRT should be directed to:

**Nevada Program Coordinator, Harcourt Educational Measurement
(toll free) (800) 800-8305, extension 5634**

Questions regarding test administration procedures should be directed to:

**Nevada Department of Education
(775) 687-9180**

In addition to this manual, you should familiarize yourself with the *School Test Coordinator (STC)* and *Test Administration Manuals*. The STC manual provides instruction for the receipt of testing materials, security of test materials during test administration, the return of secure materials to the DTD. The *Test Administration Manuals* provide instructions for test preparation and administration in the classroom. These instructions, as well as the instructions contained in this manual, should be read carefully before test materials are distributed and before test administration begins.

Any page with a copyright notice at the bottom of the page may be photocopied if necessary and provided to each STC/Test Administrator.

School District Personnel Responsibilities for Testing

The following school district personnel are responsible for the administration of the Nevada CRT and HSPE tests:

District Test Director (DTD)

As the District Test Director (DTD), you have district-wide responsibility for implementation of test procedures, and serve as the point of contact between the School Test Coordinators (STCs) and the Nevada Department of Education and Harcourt Educational Measurement. In some cases, you may function as the STC as well. You should to familiarize yourself with the *STC's Manual* and *Test Administrator Manuals* provided.

School Test Coordinator (STC)

School Test Coordinators (STCs) are designated to serve as the point of contact between the District Test Director (DTD) and their school. They are responsible for ensuring that all testing procedures are followed within the school, training Test Administrators, and maintaining the security of test materials.

Test Administrator

The Test Administrator is responsible for administering the test(s) according to the procedures contained in the *Test Administrator Manuals* and for maintaining the security of test materials.

GENERAL INFORMATION

Test Administration Dates

Each school district is to administer the CRT tests within its own established “testing window”. Work with your district and school personnel to establish dates and times for testing in each of your schools. Ensure that schools are aware of the statewide administration dates of the HSPE.

The High School Proficiency Examination and Criterion Referenced Tests are intended to be a measure of student proficiency rather than speed; therefore there are no time limits. Students who are working productively should be given as much time as needed to complete the test. Each of the HSPE and CRT tests consists of two parts and should take approximately 120 minutes to finish (about 60 minutes for each part).

Individual districts/schools will need to provide specific schedules that meet the needs of their particular situations, keeping in mind that all students who are working productively should be allowed to complete the test. The district/school might want to consider taking advantage of the midpoints of each test by scheduling breaks to minimize the effect of fatigue. Breaks must not be used as an opportunity to study the content area of a test.

Students requiring additional time beyond the scheduled testing period may need to be relocated to a different testing area or may need to continue working through scheduled breaks. When relocating a student to a different testing location is required, the student should not converse or interact with other students. Test administrators must collect all testing materials from students during the relocation and return them once students are situated.

Flexible scheduling (e.g. time of day, minutes between sessions, days between sessions, etc.) is another point for the district/school to consider. The order of what test is given on which day is also a flexible decision for the district/school to make. Whatever decisions are made in terms of the scheduling, students must not be allowed to return to test items from previous testing sessions or look ahead to upcoming sessions.

KEY EVENTS		
EVENTS	TEST PROGRAM	TESTING DATES
Districts Receive Secure Test Materials		
Jan. 26-30	1994 and 1998 Series HSPE (February Administration)	February 9–13
March 8-19	1994 and 1998 Series HSPE (April Administration)	March 29-April 2
April 26-30	1994 and 1998 Series HSPE (May Administration—Optional)	May 17–21
10-15 working days prior to test window	CRT	March 15-April 15
<i>Deadline for pick-up of answer documents and test booklets by UPS from district offices is five (5) working days after the close of the test window.</i>		

GENERAL INFORMATION

Test Security Guidelines

Nevada statutes specifically prohibit the disclosure of the content of state examinations. The concern is twofold. First, students should have no knowledge of the test prior to the administration. Second, teachers should have no knowledge of the test content so that "teaching to the test" will not occur either inadvertently or intentionally. (NRS 389.015)

The following is a list of guidelines to assist persons involved in test administration in determining what actions may compromise test security.

1. All individuals involved in the test administration of the Nevada *Criterion Reference Tests (CRT)/ High School Proficiency Examination (HSPE)* should be familiar with test preparation procedures, handling test materials, and ensuring test security as described in the *Guidelines for the Nevada Proficiency Examination Manual* and in this *Test Administration Manual*.
2. Test booklets and student answer documents must be secured in a locked storage room or file cabinet with limited access. The key must not be readily accessible to school personnel.
3. Test booklets are not to be distributed to test administrators until the day of testing, and are to be distributed and collected daily utilizing the *School Security Checklist*. Under no circumstances shall test booklets or student answer documents be circulated among faculty, other administrators, or peers. Copying **ALL OR ANY PART** of a test booklet or taking notes about the items included on a test is **STRICTLY PROHIBITED**.
4. When not in secure storage, test booklets must remain in the possession of the test administrator or proctor at all times.
5. The tests must be administered strictly in accordance with the instructions outlined in the *Test Administrator's Manuals*. Directions that are to be read to the students must be read exactly as they are written.
6. Students must never be exposed to test items or to the answers to test items prior to, during, or following test administration. **Intentional use of test items in any form (including rewording of such test items) is STRICTLY PROHIBITED.**
7. All persons are prohibited from providing students with the answer to any test item and from making any suggestion as to how to respond to a test item at any time, whether before, during, or after test administration. This prohibition includes provision of cues, clues, hints, and/or actual answers in any written, printed, verbal, and/or non-verbal form (including chalkboards, charts, and bulletin boards).
8. All persons are prohibited from changing students' answers to test items whether by providing hints or clues during test administration, correcting wrong answers during test administration, or by erasing or correcting answers or responses recorded by the student.
9. Test sessions should be scheduled so that students cannot obtain test information from other students who have already taken the test.
10. Once testing is complete, all test materials must be returned to the STC no later than the end of the school day on which the test(s) are administered
11. All known violations of test security procedures should be reported immediately, and documented using the *Report of Test Irregularities* form; signed by the person making the report; and forwarded to the *District Test Director (DTD)*.

DISTRICT TEST DIRECTOR CHECKLIST

District Test Director's Checklist

As District Test Director, your primary responsibility is to act as a liaison between your STCs/Test Administrators, the Nevada Department of Education, and Harcourt Educational Measurement. If there are two or more schools in your district, you may wish to appoint a School Test Coordinator (STC) in each school to be responsible for carrying out some of the responsibilities noted. You should also plan to keep the principal of each school informed about all testing activities. If you are functioning as both the DTD and STC, please review the *School Test Coordinator's Manual* as well as this manual for additional information. Your responsibilities as DTD include the following:

- ☐ **Work with your district personnel to coordinate testing procedures and schedules.**
- ☐ **Identify students with exceptional needs that may require special accommodations for testing and ensuring that procedures for testing these students follow those specified by the Nevada Department of Education.**
- ☐ **Assign School Test Coordinators and/or Test Administrators.**
- ☐ **Assist in scheduling and supervising test sessions and make-up testing.**
- ☐ **Receive and inventory test materials. Verify that there are sufficient materials for each student to be tested.**
- ☐ **Make certain that all test materials are secure before testing, between test administration sessions, and prior to collection by UPS for delivery to Harcourt.**
- ☐ **Confirm with each STC/Test Administrator how student demographic data will be completed on the answer documents.**
- ☐ **Provide training session(s) for all STCs and/or Test Administrators**
- ☐ **Distribute test materials to STCs and make sure that an accurate accounting [utilizing the *School Security Checklist*] of all materials assigned to each Test Administrator is maintained.**
- ☐ **Monitor testing sessions.**
- ☐ **Collect and inventory all test materials from schools.**
- ☐ **Package and return completed answer documents and test booklets to:**
Harcourt Educational Measurement Scoring Center
19500 Bulverde Road
San Antonio, TX 78259

DTD RESPONSIBILITIES PRIOR TO TEST ADMINISTRATION


Specific Duties of the District Test Director: Before Testing

Receiving Shipments of Test Materials

The Nevada Department of Education will provide, through Harcourt Educational Measurement, test materials for the HSPE program and the CRT programs. Materials will be shipped to the districts in separate secure shipments for each program. The shipments will be packed with each school's materials in its own carton.

The shipments should arrive according to the schedule on page 2 and will contain secure materials. The quantity of each item sent will be indicated on a packing list included with the secure shipment as shown below.

Title Code	Grade	Description	Pick Loc	Number Pkgs	Pack Size	Total Items	Carton Id #
98-133220	12	HSPE 1994 Math Form 3		1	5	5	
98-133840	12	HSPE 1994 Reading Form 3		1	5	5	
98-135907	12	HSPE 1994 Rdg/Mth Ans Doc		1	5	5	
98-135893		HSPE 1994 TAM 02		5	1	5	
98-135915		NV CRT & HSPE SSID		5	1	5	



Harcourt Educational Measurement
A Harcourt Assessment Company

555 Academic Court
San Antonio, Texas 78204

S > JOHN DOE <
H > TEST DIRECTOR <
I > 100 ANY STREET <
P > <
T > HOMETOWN NV <
O > 00000 <


NEVADA HSPE 94
FEBRUARY 2003

* DEAR DISTRICT TEST DIRECTOR: *
* PLEASE VERIFY THE CONTENTS OF THIS *
* SHIPMENT AGAINST THE PACKING LIST. *
* IF YOU FIND ANY DISCREPANCIES, *
* PLEASE CONTACT THE NEVADA *
* PROGRAM COORDINATOR AT *
* 1-800-800-8305 EXT. 5634 *

District: 00 ANY DISTRICT
Building:

62533

PI: ____ CH: ____ PA: ____
Number of Cartons: ____
Date Shipped: ____/____/____
VIA: ____ Weight: ____
Transportation Cost: \$ ____



* 028663-000000001-4 *

Figure 1: Sample Packing List

NOTE: The document shown above is an example. Actual documents may differ slightly.

DTD RESPONSIBILITIES PRIOR TO TEST ADMINISTRATION

Shipment and Arrival Schedule

Secure materials for the HSPE and grades 3 through 8 CRT testing programs will be shipped to the DTDs in Nevada according to the schedule on page 2. Each district also will receive a Test Director Kit, which contains preprinted Scoring Service Identification sheets, Master File Sheets, paper bands, and labels for returning scorable and secure materials.

All testing materials will be shipped from Harcourt Educational Measurement using a specially designed box, hereafter called the "dual-purpose carton." The carton's inner and outer flaps are designed to be easily used for both receiving and shipping materials, depending upon which set of flaps is on the outside. The dual-purpose cartons are strong and durable and should allow for receiving materials from Harcourt Educational Measurement and returning used tests/answer documents to the scoring center. Materials for each school within a district are packed separately in their own dual-purpose carton.

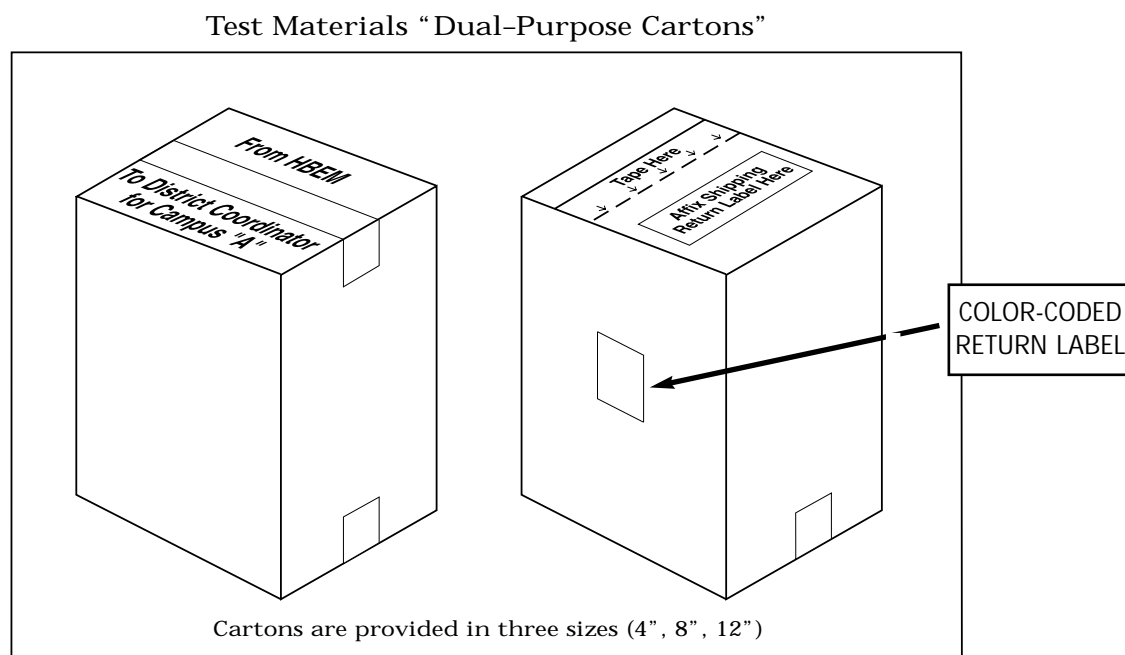


Figure 2: *Materials Receipt and Return Cartons*

Shipment Configuration

If the district will be testing at more than one school, materials will be packed by school according to the enrollment information provided by each district. School cartons will be labeled by school name and numbered (Example: Gray Elementary, Box 1 of 2, Box 2 of 2) by school on the carton. All school cartons will be shipped to the District Test Director. A fifteen percent (15%) overage amount will be provided to districts.

DTD RESPONSIBILITIES PRIOR TO TEST ADMINISTRATION

Inventorying Test Materials

The District Test Director should immediately inventory all test materials received.

The district overage cartons will contain the following items in the 15% overage amounts provided:

- Test Director Kits
- *District Overage Packing List*
- Test Booklets (SECURE)
- Answer documents
- District Overage Security Checklist
- *STC Manuals*
- *Test Administration Manuals*
- School Shipment Packing Lists (copies)

Open Box 1, the district overage carton. Examine the district overage packing list to determine the total number of cartons in the entire shipment. Count the total number of boxes received and compare it to the number of boxes shipped. If the total number of boxes indicated to have been shipped has not been received, contact your Harcourt Program Coordinator immediately at (800) 800-8305, extension 5634. Inventory the contents of the district overage carton by comparing the number of quantities indicated on the packing list with an actual count of the materials in the box. Compare each package with the *District Overage Security Checklist* to verify each number. It is not necessary to open shrinkwrapping to verify each booklet number. The package label will list the code number of each booklet within the shrinkwrapped package. Test booklets will be numbered sequentially within packages for each school.

The school cartons will contain the following items:

- School Shipment Packing List
- Test Booklets (SECURE)
- Answer Documents
- *School Security Checklist*
- *School Test Coordinator Manual*
- *Test Administration Manuals*

Open the boxes in each school shipment and inventory the contents of each school carton in the same manner as described above. Compare the package numbers to each *School Security Checklist* to verify the numbers assigned to that school. Verify the materials received in each school shipment against the packing list for that school. Check the quantities received against the materials actually necessary for testing in each school and make an item-by-item note of any shortages which may exist in each school shipment. Once all shortages have been noted for every school, calculate the district-wide shortage.

Determine whether the overage materials received in the district shipment will cover the district-wide shortage. If this is the case, distribute materials to the schools as necessary from the district shipment. Be sure to add the item code number to the *School Security Checklists* and note the name of the school to which each overage is assigned on the *District Overage Security Checklist*. **If materials in the district shipment will not cover the district-wide shortage, contact your the Harcourt Program Coordinator, toll free at (800) 800-8305, extension 5634.** Adjustments will be shipped by second day delivery. Please note that order adjustments cannot be shipped on an item-by-school basis. Only district-wide adjustments will be shipped.

Districts and schools should retain the dual purpose cartons in which materials are shipped. These cartons should be used to return answer documents and test booklets to Harcourt.

DTD RESPONSIBILITIES PRIOR TO TEST ADMINISTRATION

(BACK COVER OF TEST BOOKLET)



THIS PACKAGE CONTAINS BOOKLETS:

910321-000150521-6
910321-000150522-3
910321-000150523-0
910321-000150524-7
910321-000150525-4
910321-000150526-1
910321-000150527-8
910321-000150528-5
910321-000150529-2
910321-000150540-9

BE SURE TO REMOVE THE
LARGE PACKAGE LABEL
BEFORE
DISTRIBUTING THE TEST
BOOKLET TO THE STUDENT



Figure 3: *Sample Secure Materials Package Label and Booklet Barcode Number*

DTD RESPONSIBILITIES PRIOR TO TEST ADMINISTRATION

Securing Test Materials

The *District Overage* and *School Security Checklists* are provided to assist DTDs and STCs maintain an accurate accounting of all test booklets assigned to each district. It is your responsibility to ensure that ALL test booklets are accounted for after testing is complete. Any discrepancy in test booklets received by Harcourt after testing must be resolved by the DTD and Nevada Department of Education.

District and School Security Checklists

Test booklets will be individually numbered with a unique bar code label. Test booklets will be shrinkwrapped in packages of ten (10). Upon receipt, please verify the amounts on the packing list.

A package label will be visible on the inside of the shrinkwrapping at the top of each package of Test Booklets. This package label will list the package code number and the individual code number of each booklet contained within the package. Additionally, the *School Security Checklist* or *District Overage Security Checklist* will list the code number of each booklet within each package. If any package label does not match the appropriate security checklist, please contact your Harcourt Program Coordinator for further instructions.

Please do not remove the shrinkwrapping unless it is necessary either to: 1) allocate sufficient booklets to accommodate each school's needs or 2) document discrepancies between the booklets supposedly received and the booklets actually received. If it is necessary to open any shrinkwrapping, please be sure to document and initial any changes or additions to the affected Security Lists. If overage materials are needed in a school due to a change in enrollment, you should document the use of overage materials on the *District Overage Security Checklist* and the appropriate *School Security Checklist* by entering the corresponding code numbers of the booklets issued to the school.

The *School Security Checklist* should be used by STCs to log-out/log-in test materials to individual Test Administrators in their school. The *School Security Checklist* should be returned to you with the secure test booklets. It is strongly suggested that a photocopy be made of the *School Security Checklist* to be kept for examination and verification purposes in the Principals' and STCs' files. You should retain the originals of all *School Security Checklists* in safe storage.

Test Administration Manuals (TAMs) are confidential materials containing test-related information, though they are not part of the security checklist. One manual for every 20 students for each grade will be sent to each district. (An overage of one copy for each school will be provided to the district.) As with any testing materials, if you need additional manuals, please contact your Nevada Program Coordinator at (800) 800-8305, extension 5634.

DTD RESPONSIBILITIES PRIOR TO TEST ADMINISTRATION

HARCOURT EDUCATIONAL MEASUREMENT NEVADA STUDENT ASSESSMENT PROGRAM													
SCHOOL SECURITY CHECKLIST													
TEST YEAR: 2002													
DISTRICT: 045566		BEN FRANKLIN DISTRICT											
SCHOOL: 045556677		BEN FRANKLIN ELEM											
=====													
DISTRIBUTION FROM THE SCHOOL TEST DIRECTOR (STC) TO THE TEST ADMINISTRATOR(S)													
SCHOOL TEST DIRECTORS: EACH DAY OF TESTING, THE TEST ADMINISTRATOR (TA) MUST INITIAL THE "OUT" COLUMN WHEN RECEIVING SECURE TEST MATERIALS. EACH DAY FOLLOWING TESTING, THE STC MUST INITIAL THE "IN" COLUMN WHEN THE TA RETURNS THE SECURE MATERIALS. WHEN THE MATERIALS ARE PACKAGED FOR RETURN, THE STC (OR DESIGNATED PERSON) MUST INITIAL THE "PACKAGED FOR RETURN" COLUMN. COMMENTS MAY BE WRITTEN ALONG THE MARGINS.													
=====													
PACKAGED ID NUMBER	BOOKLET SECURITY NUMBER	TEST ADMINISTRATOR	DAY 1 OUT TA	DAY 1 IN STC	DAY 2 OUT TA	DAY 2 IN STC	DAY 3 OUT TA	DAY 3 IN STC	DAY 4 OUT TA	DAY 4 IN STC	DAY 5 OUT TA	DAY 5 IN STC	PACKAGED FOR RETURN
005-520-150	005-520-150												
	005-520-151												
	005-520-152												
	005-520-153												
	005-520-154												
	005-520-155												
	005-520-156												
	005-520-157												
	005-520-158												
	005-520-159												
	005-520-160												
	005-520-161												
	005-520-162												
	005-520-163												
	005-520-164												
	005-520-165												

HARCOURT EDUCATIONAL MEASUREMENT NEVADA STUDENT ASSESSMENT PROGRAM									
DISTRICT OVERAGE SECURITY CHECKLIST MATERIALS SHIPPED TO SCHOOLS IN DISTRICTS									
TEST YEAR: 2002									
DISTRICT: 045566		BEN FRANKLIN DISTRICT							
=====									
THIS FORM PROVIDES A RECORD OF SECURE MATERIALS PACKAGED FOR EACH SCHOOL IN THE DISTRICT. THIS SUMMARY LIST OF SECURE MATERIALS PACKAGED FOR EACH SCHOOL IN THE DISTRICT CONTAINS ONLY PACKAGE NUMBERS. EACH SCHOOL SHOULD HAVE THE CORRESPONDING LIST WITH BOTH THE PACKAGE NUMBERS AND THE BOOKLET NUMBERS CONTAINED IN THE PACKAGE.									
=====									
SCHOOL: 045556677		BEN FRANKLIN ELEM							
TITLE CODE	NUMBER OF BOOKLETS	NUMBER OF PKGS	PKG SIZE	ID NUMBER	ID NUMBER	ID NUMBER	ID NUMBER	ID NUMBER	
GRADE 05 54200689	260	13	020	005-520-150	005-520-170	005-520-190	005-520-210	005-520-230	
INTERMEDIATE 1, FORM T				005-520-250	005-520-270	005-520-290	005-520-310	005-520-375	
				005-520-350	005-520-370	005-520-390			

Figure 4: Sample Security Checklists (School and District Overage)

NOTE: The documents shown above are examples. Actual documents may differ slightly.

DTD RESPONSIBILITIES PRIOR TO TEST ADMINISTRATION

Distribution of Test Materials to Schools

SECURE TEST MATERIALS SHOULD BE DELIVERED TO STCs
NO MORE THAN 3 DAYS
PRIOR TO TEST ADMINISTRATION.

Distribution of School Boxes to each School Test Coordinator

After a complete inventory of the school carton(s), each STC should sign each page of the *School Security Checklist* (in the blank space on the left-hand side under each package ID number) to log in all secure materials in the school shipment box. The *School Security Checklist* should remain with the STCs in each school, throughout the administration of the tests.

Distribution of Secure Materials to Test Administrators by STCs

The *School Security Checklist* in the school shipment box should be used by the STC to check out materials to each Test Administrator in the school. Each Test Administrator should sign on the line next to each security number for each secure item assigned to his/her care when first receiving materials and then initial each day in the spaces provided.

Districts and schools should ensure that all previous versions of CRT and HSPE answer documents are destroyed. Only new 2004 answer documents should be used for the spring administrations of the CRT and HSPE. Incorrect answer documents used for testing will be returned to the districts and will delay scoring and reporting.

Answer documents for schools testing the HSPE 1994 Series will be shipped with test materials for each administration.

Preparing Local Instructions for Schools

Work with district and school personnel to ensure that any special procedures are clarified and communicated to STCs and Test Administrators throughout the district in training sessions.

Preparation and Review of Answer Documents

It is recommended that school personnel complete the demographic information required on the answer booklets. This is particularly important for student status information such as IEP, ELL, etc., as well as other information of this nature. If students are to complete the demographic data sections of their answer booklets, the instructions in the *Test Administrator Manuals* must be followed exactly.

Some districts will use Pre-ID labels. Student information must be verified carefully for accuracy. If an error is found, a new student answer document must be completed prior to testing. The Pre-ID label itself cannot be altered, as information on the label will override any sections gridded on the answer document.

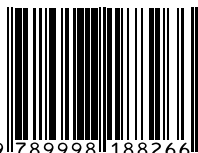
DTD RESPONSIBILITIES PRIOR TO TEST ADMINISTRATION



**Nevada High School
Proficiency Examination
in Reading and Mathematics
2004**

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ISBN 999-8188-26-1



Place
Pre-ID Label
Here

[illegible]

TPC 80130

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 A B C D E

999-8188-26-1

Figure 5: *Sample Answer Document Demographic Page*

DTD RESPONSIBILITIES PRIOR TO TEST ADMINISTRATION

Answer Document Edit Procedures

Following test administration, students' answer documents should be reviewed for the following:

- Ensure that there are no stray pencil marks in the timing track or grid areas to be machine scored.
- All marks to be machine scored are marked darkly in pencil.
- All erasures are complete.
- All sections have been gridded appropriately (if applicable).

Errors in coding the demographic information on the answer documents may result in inaccurate reports or delays in reporting test results. Answer documents must be returned to the districts for corrections before scoring can be completed.

PROGRAMS Codes:

IEP is for a student who is identified as having a disability and is provided placement and services consistent with the Individuals with Disabilities Education Act (IDEA). This includes students with IEP for speech or language. For testing purposes, IEP should NOT be coded for academically talented students.

Former IEP is for a student identified as having a disability, was provided placement and service consistent with the IDEA, and was subsequently determined to no longer require services, resulting in a different status (i.e. "Former IEP/Re-certified")

504 is for a student identified in accordance with section 504 of the Rehabilitation Act of 1973 and who has a Section 504 plan.

LEP is for a student who speaks a language other than English or has another language other than English spoken in the home and is eligible to participate in an English language instructional program.

Former LEP is for a student who speaks a language other than English or has another language other than English spoken in the home and has previously participated in an English language instructional program.

Immigrant is for a student enrolled in a school who was not born in the United States and who has not been attending school in the United States for more than three (3) full years.

F/RL is for a student who qualifies for the Free or Reduced Lunch Program. Students who are identified by the school or school district as being economically disadvantaged by any other means will also be coded here.

MG is for a student who has an approved Certificate of Eligibility on file with the Nevada of Education.

TI is for a student who has been identified for services in a school receiving Title 1 Targeted Assistance funding.

DTD RESPONSIBILITIES PRIOR TO TEST ADMINISTRATION

YEARS IN DISTRICT (YID) must be completed by school personnel as follows:

- 0 if the student was enrolled in this district after count day
- 1 if the student was continuously enrolled in this district since count day or before
- 2 if the student was continuously enrolled in this district for up to two years
- 3 if the student was continuously enrolled in this district for more than two years

YEARS IN SCHOOL (YIS) must be completed by school personnel as follows:

- 0 if the student was enrolled in this school after count day
- 1 if the student was continuously enrolled in this school since count day or before
- 2 if the student was continuously enrolled in this school for up to two years
- 3 if the student was continuously enrolled in this school for more than two years

TESTING CONDITIONS (labeled TC) applies only to a student with an IEP, a student with a Section 504 Plan, or a student identified as Limited English Proficient (LEP), and only if the student used accommodations on the test. In these cases, fill in the bubble indicating the conditions under which the student took the Reading, Math, or Science sections of the test.

- R Regular conditions (no accommodations)
- P Permissible or approved accommodations
- N Non-permissible accommodations (or modifications)

REASON NOT TESTED should be completed if a student does not take the test. Fill in the appropriate bubble.

SCAAN if the student is administered Skills and Competencies Alternative Assessment of Nevada Special Accommodations.

ABSENT if the student is currently enrolled but is absent for test administration.

OTHER if the student is enrolled but did not participate for some other reason.

NO if one of the other REASONS NOT TESTED bubbles is mistakenly filled in.

BRAILLE is for the student taking the Braille version of the test. (Not available for the CRT Pilot Test)

DATE OF ENTRY (DOE) Applicable for HSPE test administration only.

A school administrator must fill in the appropriate bubble indicating when the student first entered the 9th grade:

- A 1999-2000 School Year
- B 2000-2001 School Year
- C 2001-2002 School Year
- D 2002-2003 School Year
- E 2003-2004 School Year

FIRST TEST Applicable for HSPE test administration only

- YES Student has never before taken a HSPE test (Reading, Mathematics or Writing)
- NO Student has taken at least one of the HSPE tests before

DTD RESPONSIBILITIES PRIOR TO TEST ADMINISTRATION

Training of STCs/Test Administrators

Every effort should be made to ensure that the tests are administered properly. Any deviation from the procedures set forth in the *Test Administration Manuals* could invalidate the test results. It is suggested that all test procedures (schedules, assignments, etc.) be reviewed at a staff meeting/training session with your STCs (and Test Administrators, depending on the size of your district).

Training discussions should cover the following:

- Testing schedule and administration (including session breaks)
- Test Security Guidelines and Nevada laws pertaining to test security violations
- Procedure for Testing Irregularities
- Answer document edit procedures after testing
- Alternate testing locations for students requiring additional time to complete the test
- Make-up testing for students absent on scheduled test dates
- Approved testing accommodations for IEP/LEP students
- Any special instructions/procedures for your district

Upon receipt in the district, the *STC's* and *Test Administrator Manuals* should be distributed to the individual test administrators as soon as possible in order to allow sufficient time for them to review the manuals and become aware of the testing procedures.

Please note that the front cover of CRT combined test booklets for grades 3, 5, & 8 have been modified to include a "Student Name" field. Students are required to enter their name on the actual test booklet. Instructions are provided in the *Test Administrator Manuals*. For scoring purposes, it is essential that students utilize the same test booklet and answer document throughout all testing sessions.

DTD RESPONSIBILITIES DURING TEST ADMINISTRATION

Specific Duties of the District Test Director: During Testing

Monitoring the Secure Administration of the Test

The most critical time for the District Test Director is during the days of actual test administration. DTDs should be actively involved in test administration through careful supervision and monitoring of procedures described in this handbook.

The DTD should review the *School Security Checklist* at each school to verify that the STC is utilizing the checklist and proper signatures from Test Administrators have been obtained.

Securing Test Materials Between Test Administration Sessions

The DTD and/or STCs are responsible for monitoring the secure storage of test materials between testing sessions. All test booklets and student answer documents must be stored in a locked, secure location in each school when not in use.

Procedure for Handling Testing Irregularities

The STC and *Test Administrator's Manuals* instruct Test Administrators to immediately report any testing irregularities to their DTD. A testing irregularity is any occurrence that may inappropriately influence a student's performance. Examples of testing irregularities include, but are not limited to, the following:

- a student becomes ill during testing
- a student is observed cheating during the testing session
- a teacher or another adult provides improper assistance to student
- testing accommodations specified in a student's IEP, or *LEP Participation Form* are not provided
- a student is provided an accommodation that is not specified in the student's IEP, or *LEP Participation Form*
- an excessive disturbance or disruption occurs during the testing session
- a student's test booklet or used answer document is missing
- any unused/unassigned test booklet is missing

All testing irregularities must be recorded on the *Report of Test Irregularity* form and submitted to the District Test Director. You will advise as to the proper way to resolve specific test irregularities. In some instances you will need to consult with the Department of Education staff regarding proper resolution of a testing irregularity.

DTD RESPONSIBILITIES DURING TEST ADMINISTRATION

Report of Test Irregularity in the Nevada Proficiency Examination Program 2003-2004 School Year

This report must be completed within 14 days of the incident in which the test irregularity has occurred. A copy of this report is to be filed with the Test Director in your school district, who must immediately forward a copy of the report to Carol Mason, Administrative Assistant for Test Security, at the Nevada Department of Education.

Address: 700 East Fifth Street, Room 108, Carson City, NV 89701

E-mail: cmason@nsn.k12.nv.us Fax: 775-687-9118

For more information, contact Carol Crothers (775-687-9135) or Kim Knudson (775-687-9184) at the Nevada Department of Education.

School: _____ District: _____ Date: _____

Name of School Principal: _____ Phone #: _____

Name of Person Completing Form: _____ Phone #: _____

Title: _____ Date of Incident: _____

Indicate the Test(s) for Which the Test Irregularity Occurred:

HSPE MATH:

☐ GRADE 10 ☐ GRADE 11 ☐ GRADE 12 ☐ ADULT

HSPE READING:

☐ GRADE 10 ☐ GRADE 11 ☐ GRADE 12 ☐ ADULT

HSPE WRITING:

☐ GRADE 11 ☐ GRADE 12 ☐ ADULT

CRT:

☐ GRADE 3 ☐ GRADE 4 ☐ GRADE 5

CRT (CONT'D):

☐ GRADE 6 ☐ GRADE 7 ☐ GRADE 8

ITBS/ITED:

☐ GRADE 4 ☐ GRADE 7 ☐ GRADE 10

WRITING:

☐ GRADE 4 ☐ GRADE 8

OTHER, PLEASE DESCRIBE: _____

THIS FORM MAY BE PHOTOCOPIED

DTD RESPONSIBILITIES DURING TEST ADMINISTRATION

1. Provide a narrative description of the test irregularity and how it occurred. (*Attach additional pages as necessary.*)

2. Indicate the names and positions of the individual(s) who were primarily responsible for the test irregularity.

3. What is your best estimate of the damage to the Nevada Proficiency Examination Program that will or could result from this test irregularity?

DTD RESPONSIBILITIES DURING TEST ADMINISTRATION

4. Do the guidelines for test security contained in the *Test Security Procedures for Nevada Proficiency Examinations*; *Guidelines for the Nevada Proficiency Examination Program*; or other guidelines distributed by the State Department of Education contain provisions that should have prevented this test irregularity?

If "Yes", which guideline(s) was/were not followed?

5. What action has been taken to help ensure against future test irregularities in your school?

6. Please provide your recommendation with regard to any further appropriate action that might be taken with regard to this incident.

DTD RESPONSIBILITIES FOLLOWING TEST ADMINISTRATION

Specific Duties of the District Test Director: After Testing

Collection of Secure Materials by DTDs

Each STC will return two separate sets of materials to the district:

1. **Scorable Materials** – The completed student ANSWER DOCUMENTS paper banded by grade with the completed SSID sheet on top. Verify that the Number of Documents, Section "I" has been entered and gridded on the SSID sheet for each grade.
2. **Secure Materials** – All TEST BOOKLETS with the completed *School Security Checklist*. You should retain the original *School Security Checklist* in your district files (do NOT return to Harcourt with your test booklets).

Verify that all answer documents and test booklets have been returned from ALL Schools.

Organizing and Packing Answer Documents

Once all answer documents have been received from the participating schools, they may be consolidated in one or more of the dual-purpose cartons originally sent to the district. (Separate dual-purpose cartons should be used to pack and return scorable and non-scorable test materials).

The banded answer documents must be grouped together by school in the same order they are listed on the *Master File Sheet*. The first school listed should be at the top of "Box 1", with the highest grade at the bottom and the lowest grade at the top of each school's stack. For this reason, it is easier to start at the bottom of the box with the last school listed on the *Master File Sheet* and work up the list.

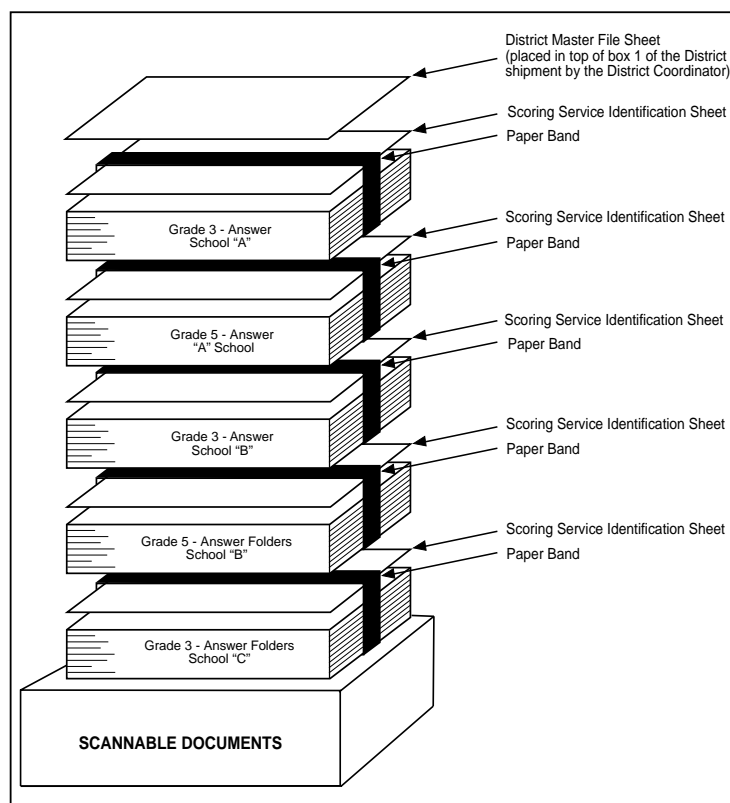


Figure 6: *Packing Diagram of Answer Documents*

DTD RESPONSIBILITIES FOLLOWING TEST ADMINISTRATION

Scoring Service Identification Sheets (SSID)

Inspect the completed Scoring Service Identification (SSID) Sheets and answer documents received from each STC. If you will be completing the SSID sheets for your entire district, please follow the directions given.

Preprinted and blank SSID sheets are included in the Test Director's Kit. It is important that all the necessary information is printed and/or gridded on this sheet. If the preprinted data contains an error, do not alter it. Instead, fill out all pertinent information on a blank form. SSID sheets are scannable documents: **photocopies are not acceptable for Scoring Center use**. If additional forms are needed, contact your Nevada Program Coordinator at (800) 800-8305, extension 5634.

If answer documents are assembled by grade, only one Scoring Service Identification Sheet for the entire grade in each school should be completed by the STC. Side 2 does not need to be filled out when answer documents are assembled by grade.

SIDE 1

Print the information requested in the box located in the upper right-hand corner.

- | | |
|-----------------------------------|---|
| A. DISTRICT | Print your district. (preprinted) |
| B. CITY | Print your city. (preprinted) |
| C. STATE | Print Nevada or NV. (preprinted) |
| D. SCHOOL | Print the name of the school as it appears on the Master File Sheet sent to the District Test Director. (pre-printed) |
| E. GRADE | Print the grade tested. |
| F. TEST DATE | Print the complete date testing began. |
| G. TEACHER, COUNSELOR
OR GROUP | Print the appropriate name. |
| H. GRADE | Grid in the bubble for the grade tested. |
| I. NUMBER OF DOCUMENTS | Complete with the number of answer folders. |
| J. SCHOOL NAME | Print the name of the school as it appears on the Master File Sheet in the blocks and mark the appropriate bubbles for the school name. (pre-printed) |
| K. SCHOOL CODE | Obtain from Master File Sheet |

Note: If testing the CRT and require reporting by class, complete Side 2. If testing HSPE, leave Side 2 blank.

DTD RESPONSIBILITIES FOLLOWING TEST ADMINISTRATION

SIDE 1



SCORING SERVICE IDENTIFICATION

FOR USE WITH NCS DOCUMENT UNDER DOC. NO. 5-1-2001.

THE SPECIFIC DIRECTIONS FOR THE USE OF THIS SHEET ARE GIVEN IN THE MATERIALS PROVIDED FOR THE TEST OR SURVEY BEING ADMINISTERED. PLEASE READ THEM.



PLEASE SUPPLY THE FOLLOWING INFORMATION:

A DISTRICT _____

B CITY _____ **C** STATE _____

D SCHOOL _____

E GRADE _____ **F** TEST DATE(S) _____

G TEACHER, COUNSELOR OR GROUP _____

IF APPLICABLE

IF DOCUMENTS BEING GROUPED WITHIN SCHOOL

J SCHOOL NAME

PRINT THE SCHOOL NAME IN THE ROW BOXES, ABBREVIATING IF NECESSARY TO FIT THE TWENTY SPACES; THEN MARK THE CORRESPONDING CIRCLE BELOW EACH BOX.

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	OTHER
PRE-K																	
K																	
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
OTHER																	

L NUMBER OF DOCUMENTS

PRINT ONE NUMERAL PER BOX, RIGHT JUSTIFIED (e.g., 0032); THEN MARK THE CORRESPONDING CIRCLES.

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

K DISTRICT/SCHOOL CODE (optional)

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

FOR SCORING CENTER USE

1	2	3	4	5	6	7	8	9	10	11	12	13	14
0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9

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TPC Reflective Bond™0927-183 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 A B C D E

999-8135-91-5

Figure 7: Sample Scoring Service Identification (SSID) Sheet—Side 1

School Code is NOT optional as indicated on SSID Sheet.

DTD RESPONSIBILITIES FOLLOWING TEST ADMINISTRATION

Completing the Master File Sheet


The information you record on the *Master File Sheet* will be used at the Harcourt Scoring Center to verify that your entire shipment of answer documents has been received. To complete the *Master File Sheet* you must:

- add any school that is not listed on the *Master File Sheet* (The addition of any building must have prior approval of the Nevada Department of Education).
- indicate any school name or code changes (must have prior approval of the Nevada Department of Education). See note below
- delete any schools listed that no longer exist or that did not participate in the testing
- enter the number of grades to be scored in the "Number of Groups" column (Scores are reported by grade – therefore, this number will be "1" per grade.).
- enter the total number of used answer documents returned by each school, by each grade in the "Number of Documents" column
- enter "0" in both columns if no students were tested in a grade

Retain a copy of the completed *Master File Sheet* for your records. When you have completed the packing of answer documents, place the original completed *Master File Sheet* on top of the documents inside "Box 1" of your shipment.

If any changes have been made to the *Master File Sheet*, please fax a copy of these changes to your Nevada Program Coordinator at 1-800-500-8865 to ensure proper verification of your returned answer documents.

DTD RESPONSIBILITIES FOLLOWING TEST ADMINISTRATION



Harcourt Educational Measurement
Master File Sheet

Page 1

District Name: CHURCHILL
 01
 Contact: Jim Dakin
 Address: 545 E Richards St
 Fallon NV 89406
 Telephone: (775) 423-5184

Building Number	Building Name	Grade	Number of Groups	Number of Documents
01-401	CHURCHILL COUNTY HI	12	_____	_____
01-402	GATEWAYS TO SUCCESS	12	_____	_____

TOTALS: _____

For Scoring Center Use	Receiving Number	Order Number	Date Received
	Testing Program	Est N-Count	

Figure 8: *Sample Master File Sheet*

DTD RESPONSIBILITIES FOLLOWING TEST ADMINISTRATION

Packing and Shipping Answer Documents

Prepare one shipment containing all ANSWER DOCUMENTS from all participating schools in the district. Sending schools or grades in separate shipments will delay the processing of your documents. Once packed in the dual-purpose cartons, ensure that the answer documents will not shift. Any empty space should be filled with crumpled paper. (Do not use shredded paper or Styrofoam "peanuts"). Close the carton by folding the inside flaps to the outside, applying tape and attaching the following labels (See Figure 2).

- UPS 2ND DAY AIR Pre-paid Shipping Label – place on top of EACH box of the scorable shipment.

REMOVE THE TRACKING RETURN RECEIPT FROM THE LABEL AND PLACE ON THE SHIPPING VERIFICATION FORM.


For use when
returning
ANSWER DOCUMENTS.
Do NOT use this label
to return test
booklets.

A.R.S.


UPS DRIVER INSTRUCTIONS: YOU ARE AUTHORIZED TO
ACCEPT THIS PACKAGE WITHOUT A PICKUP RECEIPT

FROM: Name: _____
Street: _____
City: _____ State: _____ ZIP Code: _____

SHIP TO: HARCOURT ED. MEAS/ARS
19500 BULVERDE RD
SAN ANTONIO TX 78259



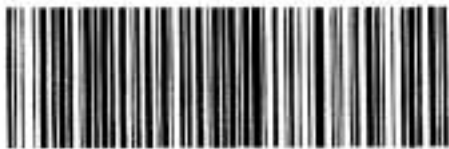
TX 782 0-04



UPS 2nd Day Air®

2

TRACKING #: 12 722 427 38 1062 345 7



UPS Authorized Return Service®© 1995 UPS001100000000

REF#:

REF #/DATE

12 722 427 38 1062 345 7

PEEL-OFF STICKER

Figure 9: UPS 2nd Day Air Shipping Label for Scorable Materials (Blue and White)

DTD RESPONSIBILITIES FOLLOWING TEST ADMINISTRATION

Be sure to number the boxes serially on the NEVADA Shipping Return Label. If only one box is used for answer documents, it should be labeled "Box 1 of 1". If three boxes are needed to return all answer documents, they should be labeled "Box 1 of 3", "Box 2 of 3", and "Box 3 of 3".

Figure 10: Nevada Return Mailing Label for Scorable Materials (ORANGE)

Select districts/schools will administer the CRT Pilot Tests at grades 4, 6, and 7. You must use the BRIGHT PINK return labels and return the grade 4, 6, and 7 answer documents in a SEPARATE SHIPMENT to the Harcourt Scoring Center.

Organizing Packing, and Shipping Test Booklets

Place all schools' test booklets and your district overage shipment of test materials in separate boxes by GRADE. Utilize the dual-purpose cartons from your original shipment of materials. Close the carton by folding the inside flaps to the outside, applying tape and attaching the following labels (See Figure 2)

- UPS GROUNDTRAK Pre-paid Shipping Label – place on top of EACH box of the non-scorable shipment.

REMOVE THE TRACKING RETURN RECEIPT FROM THE LABEL AND PLACE ON THE SHIPPING VERIFICATION FORM.

For use when
returning all
TEST BOOKLETS.
Do NOT use this label
to return scorable
answer documents.

PEEL-OFF STICKER

UPS DRIVER INSTRUCTIONS: YOU ARE AUTHORIZED TO ACCEPT THIS PACKAGE WITHOUT A PICKUP RECORD.

Name: _____
 Company: _____
 Street: _____
 City: _____ State: _____ ZIP Code: _____

REF # _____

A.R.S.

TO: HARCOURT EDUCATIONAL MEASUREMENT
 6818 S ZARZAMORA
 SAN ANTONIO, TX 78224

UPS GroundTracSM

TRACKING NUMBER

12 847 10W 06 5026 1158

UPS Authorized Return ServiceSM

02118611 1/95 G

GROUNDTRAC AUTHORIZED RETURN SERVICE RECEIPT
 12 847 10W 06 5026 115 8

REF #/DATE

Figure 11: *UPS GroundTrac Shipping Label for Non-Scorable Materials (A.R.S.).
Use for returning test booklets only.*

DTD RESPONSIBILITIES FOLLOWING TEST ADMINISTRATION

- NEVADA Shipping Return Label for Secure Materials – place on side of box

All CRT and HSPE programs (GREEN)

Be sure to number the boxes serially on the NEVADA Shipping Return Label. If 10 boxes are needed to return all test booklets and unused materials they should be labeled "Box 1 of 10", "Box 2 of 10", etc.

Return Address:	NEVADA
_____	NON-SCORABLE-----SECURE
School Name _____	
Street Address _____	
_____ NV _____	
City _____ Zip _____	
DISTRICT NAME _____	
BOX _____ OF _____	

Figure 11: *Return Label for Non-Scorable Materials (GREEN)*

- Test booklets from the CRT Pilot Test should be included with your shipment of all other test booklets (separated by grade).

Contacting UPS

Contact UPS at least one day prior to the intended pick-up date and arrange an appointment for pick up from your district.

Contact UPS Toll-free at 1-800-214-0391

Inform the UPS representative that you have a PRE-PAID shipment for pick up. Testing materials are shipped at the expense of Harcourt. UPS drivers should not ask for any payment from the district. If you encounter any problems or need assistance, please contact a UPS Preferred Customer Associate, toll-free at 1-800-377-4877, ext. 2422 for resolution.

Complete the *Shipping Verification Form*
and fax to your Nevada Program Coordinator
at 1-800-500-8865

Store sealed boxes in a locked,
secure location until UPS arrives.

DTD RESPONSIBILITIES FOLLOWING TEST ADMINISTRATION

Nevada Testing Program SHIPPING VERIFICATION FORM



To: Nevada Program Coordinator

From: _____
District Name

Fax: 1-800-500-8865

No. Of Pages: _____

To assist us in verifying that all test materials returned by your district are received, please utilize this form to record the shipment tracking numbers from ALL boxes of testing materials returned to the Harcourt Scoring Center. Fax this form to your Nevada Program Coordinator once UPS has picked up your shipment. If you have any questions or problems, please call 1-800-228-0752, ext. 5634.

Remove tracking number stickers from each UPS return label and affix to this form. Include both 2nd Day Air AND GroundTrac stickers from each box of scorable (answer documents) and non-scorable (test booklets and unused materials).

Box No.	Tracking Number

Box No.	Tracking Number

Use Additional Pages as Necessary

APPENDIX A, continued

District and School Number List

01		CHURCHILL	02	316	Cannon M S	02	308	Fremont M S
01	401	Churchill Co H S	02	171	Carl E S	02	268	French E S
01	301	Churchill Co Jr H S	02	219	Carson E S	02	272	Frias E S
01	205	Best E S	02	158	Cartwright E S	02	240	Fyfe E S
01	206	Lahontan E S	02	304	Cashman M S	02	276	Galloway E S
01	202	Northside E S	02	607	Centennial H S	02	167	Garehime E S
01	207	Numa E S	02	409	Chaparral H S	02	318	Garrett M S
01	204	West End E S	02	415	Cheyenne H S	02	302	Garside M S
			02	109	Christensen E S	02	181	Gehring E S
02		CLARK	02	414	Cimarron Mem H S	02	120	Gibson E S
02	131	Adams E S	02	401	Clark H S	02	310	Gibson M S
02	231	Adcock E S	02	422	Comm Coll East H S	02	206	Gilbert E S
02	420	Advanced Tech Acad	02	426	Comm Coll South H S	02	153	Goldfarb E S
02	178	Alamo E S	02	423	Comm Coll West H S	02	102	Goodsprings E S
02	151	Allen E S	02	612	Coronado H S	02	275	Gragson E S
02	140	Antonello E S	02	165	Cortez E S	02	278	Gray E S
02	413	Area Tech Trade Ctr	02	335	Cortney M S	02	416	Green Vly H S
02	137	Bartlett E S	02	293	Cox Clyde E S	02	324	Greenspun M S
02	406	Basic H S	02	126	Cox David E S	02	208	Griffith E S
02	280	Bass E S	02	180	Cozine E S	02	317	Guinn M S
02	108	Beatty E S	02	223	Craig E S	02	161	Guy E S
02	327	Becker M S	02	342	Cram M S	02	207	Hancock E S
02	248	Beckley E S	02	205	Crestwood E S	02	261	Harmon E S
02	236	Bell E S	02	233	Culley E S	02	346	Harney M S
02	138	Bendorf E S	02	125	Cunningham E S	02	262	Harris E S
02	292	Bennett E S	02	130	Dalley E S	02	168	Hayes E S
02	271	Bilbray E S	02	172	Darnell E S	02	229	Heard E S
02	101	Blue Diamond E S	02	220	Dearing E S	02	173	Heckethorn E S
02	411	Bonanza H S	02	269	Decker E S	02	129	Herr E S
02	157	Bonner E S	02	124	Derfelt E S	02	209	Herron E S
02	211	Booker E S	02	609	Desert Pines H S	02	210	Hewetson E S
02	601	Boulder City H S	02	106	Deskin E S	02	122	Hill E S
02	279	Bowler Grant E S	02	300	Detwiler E S	02	297	Hinman E S
02	159	Bowler Joseph E S	02	263	Diskin E S	02	202	Hoggard E S
02	246	Bracken E S	02	266	Dondero E S	02	273	Hollingsworth E S
02	307	Bridger M S	02	111	Dooley E S	02	350	Hughes M S
02	306	Brinley M S	02	417	Durango H S	02	303	Hyde Park M S
02	179	Brookman E S	02	212	Earl Ira E S	02	252	Indian Spgs E S
02	319	Brown M S	02	296	Earl Marion E S	02	604	Indian Spgs H S
02	147	Bruner E S	02	267	Edwards E S	02	336	Indian Spgs M S
02	148	Bryan Richard E S	02	118	Eisenberg E S	02	182	Iverson E S
02	156	Bryan Roger E S	02	410	Eldorado H S	02	123	Jacobson E S
02	163	Bunker E S	02	164	Elizondo E S	02	323	Johnson M S
02	313	Burkholder M S	02	257	Ferron E S	02	135	Jydstrup E S
02	348	Cadwallader E S	02	347	Fertitta M S	02	133	Kahre E S
02	225	Cahlan E S	02	143	Fitzgerald E S	02	134	Katz E S
02	155	Cambeiro E S	02	119	Fong E S	02	332	Keller M S
02	349	Canarelli E S	02	608	Foothill H S	02	226	Kelly E S

APPENDIX A, continued

02	169	Kesterson E S	02	312	Orr M S	02	139	Thorpe E S
02	107	Kim E S	02	425	Palo Verde H S	02	290	Tobler E S
02	136	King Martha E S	02	232	Paradise E S	02	265	Tomiyasu E S
02	105	King Martin E S	02	216	Park E S	02	127	Treem E S
02	309	Knudson M S	02	110	Parson E S	02	243	Twin Lakes E S
02	237	Lake E S	02	114	Perkins E S	02	176	Twitchell E S
02	166	Lamping E S	02	289	Peterson E S	02	214	Ullom E S
02	418	Las Vegas Acad	02	145	Piggott E S	02	404	Valley H S
02	402	Las Vegas H S	02	244	Pittman E S	02	154	Vanderburg E S
02	321	Laughlin Jr S H S	02	253	Priest E S	02	245	Vegas Verdes E S
02	337	Lawrence M S	02	403	Rancho H S	02	255	Virgin Vly E S
02	341	Leavitt M S	02	235	Red Rock E S	02	603	Virgin Vly Jr S H S
02	419	Liberty H S	02	295	Reed E S	02	301	Von Tobel M S
02	331	Lied M S	02	104	Reid E S	02	183	Walker E S
02	222	Lincoln E S	02	160	Rhodes E S	02	258	Ward E S
02	270	Long E S	02	150	Roberts E S	02	238	Warren E S
02	144	Lowman E S	02	315	Robison M S	02	247	Wasden E S
02	141	Lummis E S	02	174	Rogers E S	02	177	Watson E S
02	103	Lundy E S	02	339	Rogich M S	02	259	Wengert E S
02	117	Lunt E S	02	203	Ronnow E S	02	330	West M S
02	115	Lynch E S	02	201	Ronzzone E S	02	405	Western H S
02	329	Lyon M S	02	221	Rowe E S	02	326	White M S
02	277	Mack E S	02	128	Rundle E S	02	256	Whitney E S
02	217	Mackey E S	02	412	S N V T C	02	142	Wiener E S
02	213	Manch E S	02	291	Sandy Vly E S	02	149	Wilhelm E S
02	311	Martin M S	02	320	Sandy Vly M S	02	242	Williams Tom E S
02	281	Martinez E S	02	328	Sawyer M S	02	224	Williams Wendell E S
02	132	May E S	02	344	Schofield M S	02	152	Wolfe E S
02	234	McCall E S	02	345	Sedway M S	02	287	Wolff E S
02	249	McCaw E S	02	251	Sewell E S	02	314	Woodbury M S
02	298	McDoniel E S	02	611	Sierra Vista H S	02	116	Woolley E S
02	113	McMillan E S	02	427	Shadow Ridge H S	02	121	Wynn E S
02	218	McWilliams E S	02	421	Silverado H S			
02	112	Mendoza E S	02	334	Silvestri M S	03		DOUGLAS
02	274	Miller Sandy E S	02	305	Smith M S	03	301	Carson Vly M S
02	338	Miller Bob M S	02	284	Smith Hal E S	03	501	Douglas H S
02	250	Mitchell E S	02	264	Smith Helen E S	03	201	Gardnerville E S
02	602	Moapa Vly H S	02	175	Snyder E S	03	206	Jacks Vly E S
02	424	Mojave H S	02	204	Squires E S	03	208	Kingsbury M S
02	333	Molasky M S	02	294	Stanford E S	03	205	Meneley E S
02	343	Monaco M S	02	286	Staton E S	03	210	Minden E S
02	282	Moore E S	02	241	Sunrise Acres E S	03	302	Pau Wa Lu M S
02	162	Morrow E S	02	325	Swainston M S	03	209	Pinon Hills E S
02	228	Mountain View E S	02	285	Tarr E S	03	207	Scarselli E S
02	170	Neal E S	02	260	Tate E S	03	502	Whittell H S
02	146	Newton E S	02	254	Taylor Robert E S	03	202	Zephyr Cove E S
02	283	Ober E S	02	230	Taylor Glen E S			
02	322	OCallaghan M S	02	239	Thomas E S			

APPENDIX A, continued

04	ELKO		07	104	Orovada E S	12	NYE	
04	205	Carlin E S	07	105	Paradise Vly E S	12	106	Amargosa Vly E S
04	601	Carlin H S	07	201	Sonoma Heights E S	12	316	Amargosa Vly M S
04	112	Currie E S	07	202	Winnemucca Grammar	12	201	Beatty E S
04	202	Elko Grammar	07	301	Winnemucca Jr H S	12	601	Beatty H S
04	603	Elko H S				12	311	Beatty M S
04	503	Elko Jr H S	08	LANDER		12	301	Clarke M S
04	104	Independence Vly E S	08	101	Austin E S	12	101	Duckwater E S
04	105	Jackpot E S	08	602	Austin H S	12	105	Gabbs E S
04	605	Jackpot H S	08	601	Battle Mtn H S	12	602	Gabbs H S
04	107	Montello E S	08	301	Battle Mtn Jr H S	12	315	Gabbs M S
04	108	Mound Vly E S	08	201	Black E S	12	207	Hafen E S
04	209	Mountain View E S	08	203	Lemaire E S	12	108	Johnson E S
04	203	Northside E S				12	102	Manse E S
04	206	Owyhee E S	09	LINCOLN		12	206	Mt Charleston E S
04	604	Owyhee H S	09	201	Caliente E S	12	604	Pahrump Vly H S
04	212	Petan Ranch Sch	09	501	Lincoln Co H S	12	103	Round Mtn E S
04	111	Ruby Vly E S	09	301	Meadow Vly M S	12	605	Round Mtn H S
04	211	Sage E S	09	102	Pahranagat Vly E S	12	313	Round Mtn M S
04	204	Southside E S	09	601	Pahranagat Vly H S	12	204	Silver Rim E S
04	210	Spring Creek E S	09	302	Pahranagat Vly M S	12	202	Tonopah E S
04	606	Spring Creek H S	09	202	Panaca E S	12	603	Tonopah H S
04	504	Spring Creek M S	09	203	Pioche E S	12	312	Tonopah M S
04	207	Wells E S						
04	602	Wells H S	10	LYON		13	CARSON	
04	208	West Wendover E S	10	209	Cottonwood E S	13	201	Bordewich Bray E S
04	607	West Wendover H S	10	201	Dayton E S	13	501	Carson H S
			10	604	Dayton H S	13	301	Carson M S
05	ESMERALDA		10	208	Dayton Inter	13	302	Eagle Vly M S
05	101	Dyer E S	10	203	Fernley E S	13	209	Empire E S
05	102	Goldfield E S	10	601	Fernley H S	13	204	Fremont E S
05	103	Silver Peak E S	10	303	Fernley Inter	13	203	Fritsch E S
			10	205	Silver Spgs E S	13	211	Mark Twain E S
06	EUREKA		10	605	Silver Stage H S	13	207	Seeliger E S
06	101	Crescent Vly E S	10	304	Silver Stage M S			
06	103	Eureka E S	10	204	Smith Vly E S	14	PERSHING	
06	601	Eureka H S	10	602	Smith Vly H S	14	101	Imlay E S
			10	210	Sutro E S	14	201	Lovelock E S
07	HUMBOLDT		10	202	Yerington E S	14	601	Pershing H S
07	101	Denio E S	10	603	Yerington H S	14	301	Pershing M S
07	206	French Ford M S	10	302	Yerington Inter			
07	205	Grass Vly E S				15	STOREY	
07	107	Jackson Mtn E S	11	MINERAL		15	101	Gallagher E S
07	103	Kings River E S	11	203	Hawthorne El Jr H S	15	102	Hillside E S
07	106	Leonard Creek E S	11	201	Hawthorne Primary	15	601	Virginia City H S
07	501	Lowry H S	11	601	Mineral Co H S	15	301	Virginia City M S
07	203	McDermitt E S	11	202	Schurz E S			
07	601	McDermitt H S						

APPENDIX A, continued

16		WASHOE	16	311	Mendive M S	21		CHURCHILL ALT
16	266	Allen E S	16	228	Mitchell E S	21	902	Churchill Co Adult
16	201	Anderson E S	16	267	Moss E S			
16	271	Beasley E S	16	211	Mount Rose E S	22		CLARK ALT
16	207	Beck E S	16	237	Natchez E S	22	941	Adult Ed
16	275	Bennett E S	16	607	North Valleys H S	22	930	Biltmore Cont
16	310	Billinghurst M S	16	308	OBrien M S	22	922	Burk Credit
16	208	Booth E S	16	240	Palmer E S	22	419	Burk Sunset
16	229	Brown E S	16	213	Peavine E S	22	948	Child Haven
16	214	Cannan E S	16	302	Pine M S	22	924	Cowan Credit
16	261	Caughlin Ranch E S	16	233	Pleasant Vly E S	22	932	Cowan Academic
16	301	Clayton M S	16	505	Reed H S	22	949	Desert Rose Adult
16	215	Corbett E S	16	502	Reno H S	22	926	Desert Willow E S
16	315	Damonte Ranch M S	16	221	Risley E S	22	927	Desert Willow Sec
16	609	Damonte Ranch H S	16	217	Sierra Vista E S	22	925	Independent Study
16	268	Desert Heights E S	16	263	Silver Lake E S	22	407	Jeffrey Behavior
16	238	Diedrichsen E S	16	260	Smith Alice E S	22	920	Jeffery Credit
16	306	Dilworth M S	16	225	Smith Kate E S	22	934	Morris Behavior
16	258	Dodson E S	16	218	Smithridge E S	22	917	Miley Achvmt E S
16	272	Donner Spgs E S	16	269	Spanish Spgs E S	22	916	Miley Achvmt Sec
16	212	Double Diamond E S	16	606	Spanish Spgs H S	22	215	Miller Sch
16	223	Drake E S	16	503	Sparks H S	22	923	Morris Credit
16	204	Duncan E S	16	307	Sparks M S	22	408	Morris Sunset
16	239	Dunn E S	16	219	Stead E S	22	910	Stewart Sch
16	203	Elmcrest E S	16	234	Sun Valley E S	22	928	South Cont
16	509	Galena H S	16	303	Swope M S	22	911	Variety Sch
16	601	Gerlach H S	16	265	Taylor E S	22	929	Washington Cont
16	313	Gerlach M S	16	603	T M C C Magnet H S	22	933	Peterson Behavior
16	256	Gomes E S	16	209	Towles E S	22	931	Peterson Credit
16	216	Gomm E S	16	305	Traner M S	22	909	Peterson E S
16	224	Greenbrae E S	16	276	Van Gorder E S	22	605	Sunset North
16	262	Hidden Vly E S	16	304	Vaughn M S	22	613	Sunset Northwest
16	230	Huffaker E S	16	235	Verdi E S	22	606	Sunset South
16	504	Hug H S	16	220	Veterans Mem E S			
16	274	Hunsberger E S	16	205	Warner E S	23		DOUGLAS ALT
16	206	Hunter Lake E S	16	264	Westergard E S	23	901	Douglas Alt
16	251	Incline E S	16	259	Whitehead E S			
16	602	Incline H S	16	270	Winnemucca E S	24		ELKO ALT
16	309	Incline M S	16	501	Wooster H S	24	902	Elko Adult
16	236	Johnson E S				24	903	Elko Alt
16	226	Juniper E S	17		WHITE PINE			
16	232	Lemmon Vly E S	17	103	Baker E S	27		HUMBOLDT ALT
16	257	Lenz E S	17	101	Lund E S	27	903	Lowry Adult
16	227	Lincoln Park E S	17	601	Lund Jr S H S	27	901	Leighton Hall
16	202	Loder E S	17	203	McGill E S			
16	273	Mathews E S	17	201	Norman E S	28		LANDER ALT
16	222	Maxwell E S	17	502	White Pine Co H S	28	902	Lander Adult
16	508	McQueen H S	17	301	White Pine M S			
16	210	Melton E S						

APPENDIX A, continued

29		LINCOLN ALT	56	281	Mariposa Acad	80	725	Echoes Christian
29	902	Lincoln Co Adult	56	610	Rainshadow HS	80	754	Faith Baptist Acad
			56	605	Sierra NV Acad	80	712	Faith Lutheran
31		MINERAL ALT				80	749	Foothills Montessori
31	901	Mineral Alt	60		INDEPENDENCE CORR	80	741	Grace Christian
			60	903	Independence H S	80	747	Haikal Islamic
32		NYE ALT				80	745	H O P E Academy
32	606	Pathways H S	62		CLARK CORR	80	746	House of Knowledge
32	607	Pathways M S	62	947	CC Detention	80	739	Lake Tahoe School
32	902	Nye Co Adult	62	777	Detention	80	705	Lake Mead Christian
			62	949	H D S P	80	731	Legacy Christian
33		CARSON ALT	62	921	Impact Program	80	755	Little Flower School
33	902	Carson Adult	62	912	Juvenile Court	80	710	Mountain View Chr
33	903	Pioneer H S	62	948	S D C C	80	743	New Hope Christian
			62	950	S N W C F	80	704	New Horizons Acad
34		PERSHING ALT	62	913	Spring Mtn Jr Sr H S	80	728	N N T C
34	903	Pershing Co Adult	62	928	Summit Des Willow	80	756	Our Lady of Snows
34	901	Pershing Alt	62	919	Summit View	80	721	Paradise Christian
						80	720	Reno Christian
35		STOREY ALT	63		DOUGLAS CORR	80	717	Ruby Mtn Christian
35	901	Virginia City Alt	63	503	Jacobsen H S	80	751	Sage Ridge School
						80	757	St Alberts School
36		WASHOE ALT	64		ELKO CORR	80	707	The Meadows School
36	918	ESL ES at Traner	64	906	Juvenile Detention	80	718	Trinity Christian
36	913	ESL HS at Wooster				80	740	University Baptist
36	914	ESL MS at Pine	69		LINCOLN CORR	80	750	Warren Walker School
36	920	Washoe Adult	69	602	C O Bastian			
36	506	Washoe H S						HOME SCHOOLED
36	314	Washoe M S	70		LYON CORR	81	888	Churchill Home Sch
			70	902	Western NV Yth Ctr	82	888	Clark Home Sch
37		WHITE PINE ALT				83	888	Douglas Home Sch
37	904	Steptoe Vly Adult	73		CARSON CORR	84	888	Elko Home Sch
37	903	Steptoe Vly H S	73	202	Corbett Facility	85	888	Esmeralda Home Sch
						86	888	Eureka Home Sch
41		CHURCHILLCHARTER	74		PERSHING CORR	87	888	Humboldt Home Sch
41	402	Gateways to Success	74	991	Coal Canyon H S	88	888	Lander Home Sch
						89	888	Lincoln Home Sch
42		CLARK CHARTER	77		WHITE PINE CORR	90	888	Lyon Home Sch
42	288	Agassi College Prep	77	902	Mountain H S	91	888	Mineral Home Sch
42	615	Explore Knowledge				92	888	Nye Home Sch
42	610	Keystone	80		PRIVATE	93	888	Carson Home Sch
42	299	Odyssey E S	80	742	Academy for Learning	94	888	Pershing Home Sch
42	614	Odyssey Sec	80	703	Bishop Gorman	95	888	Storey Home Sch
			80	709	Bishop Manogue	96	888	Washoe Home Sch
56		WASHOE CHARTER	80	736	Black Mountain	97	888	White Pine Home Sch
56	608	Acad for Career Ed	80	711	Calvary Chapel			
56	278	Bailey E S	80	748	Capital Christian	98		BIA SCHOOLS
56	312	Coral Acad of Sci	80	753	Carson Cty Adventist	98	723	Pyramid Lake
56	282	High Des Montessori	80	734	Church Academy	98	752	Duckwater Shoshone
56	604	I Can Do Anything	80	744	Desert Torah			

APPENDIX B

IEP Accommodation Form for the Nevada Proficiency Examination Program Effective for 2003-2004 School Year Only

Student Name: _____

Date: _____

This form is to be used by a student's IEP team in documenting need for testing accommodations and must accompany the IEP. Accommodations selected are specific and must be provided to the appropriate classroom test administrator(s). Test security guidelines must be strictly adhered to in the administration of NPEP testing for all students. At least one of options I through III must be completed.

I. NO ACCOMMODATIONS NEEDED

_____ It is the judgment of the IEP committee that no accommodations are needed for this student. The student will test using standard

II. PERMISSIBLE ACCOMMODATIONS

The accommodations for the Nevada Proficiency Examination Program, which are listed below, apply to the HSPE, the Writing Assessments, the *ITBS* and *ITED* and the CRTs, unless otherwise indicated. The use of accommodations other than those specifically outlined below requires prior approval by the Nevada Department of Education. A list of contacts is provided in *Guidelines for the Nevada Proficiency Examination Program*.

Accommodations in the Test Setting (Check only those that apply to this student):

- _____ Individual administration will be allowed.
- _____ Small group administration (other than regular classroom) will be allowed.
- _____ Administration in an alternative setting will be allowed.
Describe: _____
- _____ Provide for special lighting.
Describe: _____
- _____ Provide for test administration in a study carrel or reasonable substitute.
- _____ Provide for special acoustics such as an amplifier for verbal instructions.
Describe: _____

Accommodations in Test Scheduling (Check only those that apply to this student):

- _____ Tests administered at a time of day when the student is expected to do his/her best work.
Describe: _____
- _____ The time allowed to take the test in a single session is extended to allow for rest periods to counter fatigue or to allow for the increased time required by altered testing procedures (**not to exceed twice the normal time**).
Extra time is allowed on the following tests or subtests:
 - _____ Reading
 - _____ Language Arts (*ITBS/ITED only*)
 - _____ Mathematics
 - _____ Science
 - _____ Writing

Accommodations in Test Administration (Check only those that apply to this student):

- _____ Provide test administration by a specific individual (i.e. special education teacher, guidance counselor, etc.).
Specify: _____
- _____ Student will use a visual magnification device.
- _____ Student will use an electronic device whose sole function is to enlarge text.
- _____ Student will use a mask to cover portions of the test.
- _____ Student will use markers to maintain his/her place.
- _____ Student will use a large-print or Braille (circle one) version of the test.

APPENDIX B, continued

- ☐ Student will use a device to screen out extraneous sounds.
- ☐ Student will use a calculator on the HSPE or CRT mathematics test.
- ☐ Test administrator or proctor will use an auditory amplification device to give directions.
- ☐ Test administrator or proctor will read aloud directions that are not normally read aloud to the student.
- ☐ Test administrator or proctor will reread directions aloud as necessary.
- ☐ Test administrator or proctor will provide verbatim directions to the student in sign language.
- ☐ Test administrator or proctor will read the language arts test(s) (*ITBS/ITED* only) verbatim to the student.
- ☐ Test administrator or proctor will read the mathematics test(s) verbatim to the student.
- ☐ Test administrator or proctor will read the science test(s) verbatim to the student.
- ☐ Test administrator or proctor will provide directions on a separate sheet for the student to keep use as needed.

Accommodations in Student Responses (Check only those that apply to this student):

- ☐ Student will use pencils adapted in size or grip diameter.
- ☐ Student will type written responses using a keyboard or typewriter. (**The use of electronic aids such as spelling, grammar or hyphenation checks are not permitted on the writing assessment.**)
- ☐ Student will use a Braillewriter to record responses to writing prompts or constructed response question(s).
- ☐ Student will record responses to multiple-choice questions in the test booklet or on a separate sheet of paper.
- ☐ Student will record response(s) to writing prompts or constructed response question(s), on a separate sheet of paper.
- ☐ Student will dictate responses for multiple-choice questions to a test administrator or proctor.
- ☐ Student will dictate responses for constructed response questions to a test administrator or proctor. (**This option is NOT available to students taking a writing assessment.**)

Other Accommodation(s):

☐ An accommodation not listed above, which has been approved in writing by the Nevada Department of Education: Assessment, Program Accountability, and Curriculum. (Attach copy of letter.)
Description of accommodation: _____

III. ALTERNATE ASSESSMENT(S)

☐ It is the judgment of the IEP committee that this student will not participate in the CRT, *ITBS* or *ITED*, or Writing Assessment during the period of the current IEP. The following alternate assessment(s) has/have been selected as a replacement: _____

(IEP committees who make this decision must be aware of the long-range impact this decision may have on the student. Please refer to the “Administration and Reporting Guidelines for SCAAN for further details.)

NON-PERMISSIBLE ACCOMMODATIONS

All students who test using other than permissible accommodations (see lists above) will be placed in the lowest achievement category for that test and will be counted for participation. The following accommodations are non-permissible and do affect the validity of the test scores. This list is not exhaustive and has been provided to highlight a few specific modifications that do affect the validity and reliability of a student’s test scores. IEP committees should check with the Nevada Department of Education on the use of any accommodation not listed on this accommodations’ form.

- Test administrator reading the reading or vocabulary test(s) to the student. (This includes any process for orally transmitting the test content to the student through the use of any device that converts print or other code to speech.)
- Student using an electronic spell check or grammar check device on a writing assessment.
- Student dictating to a scribe the response to the HSPE in Writing or 4th or 8th Grade Writing Assessment.
- Student using a calculator on the Mathematics Computation section of the *ITBS* or *ITED*.

APPENDIX C

NEVADA PROFICIENCY EXAMINATION PROGRAM Proficiency Testing Record for Limited English Proficient Students Effective for 2003-2004 School Year Only

Student Name _____ Date _____

School _____ District _____

Although federal law currently requires annual testing for all Limited English Proficient (LEP) students in English language proficiency in oral speech, reading, writing, speaking, and comprehension, scores on either the *Language Assessment Scales (LAS)* or *English Language Development Assessment (ELDA)* cannot be used as an alternate to state-mandated assessments. All LEP students must participate in the state assessments to meet requirements for assessing their knowledge in content areas. One of the two options below must be completed for each LEP student. LEP students who are on monitored status cannot use an accommodation for a state-mandated assessment. Accommodations are specific for each student, and relevant information from this form must be provided to the appropriate test administrator(s). Test security guidelines must be strictly adhered to in the administration of NPEP testing for all students.

I. NO ACCOMMODATIONS NEEDED

_____ No accommodations are needed for this student. The student will test using standard conditions.

II. PERMISSIBLE ACCOMMODATIONS

The accommodations for the Nevada Proficiency Examination Program, which are listed below, apply to the HSPE, the Writing Assessments, the *ITBS* and *ITED* and the CRTs, unless otherwise indicated. The use of accommodations other than those specifically outlined below requires prior approval by the Nevada Department of Education. A list of contacts is provided in *Guidelines for the Nevada Proficiency Examination Program*.

Accommodations in the Test Setting (Check only those that apply to this student):

- _____ Individual administration will be allowed.
_____ Small group administration (other than regular classroom) will be allowed.
_____ Administration in an alternative setting will be allowed.

Describe:

- _____ Student will take the test in a study carrel or reasonable substitute.

Accommodations in Test Scheduling (Check only those that apply to this student):

- _____ The time allowed to take the test in a single session is extended to allow a student to accomplish the translation necessary to take the test in English. Extra time is allowed on the following tests or subtests:
_____ Reading _____ Language Arts (*ITBS/ITED*) _____ Mathematics _____ Science
_____ Writing

Accommodations in Test Administration (Check only those that apply to this student):

- _____ A specific individual may administer the test. (i.e. ESL/ELL teacher).
Specify: _____
_____ Words in writing test prompt(s) will be **defined** so that the student understands the meaning of the topic. (**No help can be given on responding to the topic nor may the prompt be translated into the student's first language.**)
_____ Student will use a bilingual dictionary on the CRTs, grades 3-8, and on 4th and 8th grade writing assessments.
_____ Student will use word-for-word translators on the *ITBS* and the *ITED*.
_____ Test administrator or proctor may answer questions that deal with **testing procedures**.
_____ Test administrator or proctor will read aloud directions that are not normally read aloud to the student in the student's native language when possible and necessary.

APPENDIX C, continued

- _____ Test administrator or proctor will reread directions aloud as necessary.
- _____ Test administrator or proctor will read the language arts test(s) (*ITBS/ITED* only) verbatim to the student.
- _____ Test administrator or proctor will read the mathematics test(s) verbatim to the student.
- _____ Test administrator or proctor will read the science test(s) verbatim to the student.

Other Accommodation(s):

_____ An accommodation not listed above, which has been approved in writing by the Nevada Department of Education: Assessment, Program Accountability, and Curriculum. (Attach copy of letter.)

Description of
accommodation: _____

NON-PERMISSIBLE ACCOMMODATIONS (MODIFICATIONS)

All students who test using other than permissible accommodations (see lists above) will be placed in the lowest achievement category for the test and will be counted for participation. The following accommodations are non-permissible and do affect the validity of the test scores. This list is not exhaustive and has been provided to highlight a few specific modifications that do affect the validity and reliability of a student's test scores. Those deciding on accommodations should check with the Nevada Department of Education on use of any accommodation not listed on this accommodations' form.

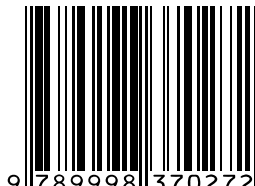
- Test administrator or proctor reading the reading or vocabulary test(s) to the student. (This includes any process for orally transmitting the test content to the student through the use of any device that converts print or other code to speech.)
- Student using an electronic spell check device on a writing assessment.
- Student using a bilingual dictionary. (This applies to all portions of the HSPE in Reading, Math and Writing.)

STATE OF NEVADA



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